

# Town of Proctor Selectboard Meeting Minutes

Draft

**August 28, 2017**

**6:00 p.m.– 6:45 p.m.**

## **Board Members Present**

Bruce Baccei  
Bill Champine, Chair  
Jon Corliss  
Tom Hogan  
Joe Manning

## **Employees Present**

Lisa Miser, Recorder  
Stan Wilbur, Town Manager

## **Other Guests Present**

Ray Beyette, Tree Warden  
Pat Burke  
John Jozwiak  
Dan Kearney  
Bob Protivansky  
Carol Protivansky  
John Zawistoski  
Peg TV

## **Agreements/Approvals**

- Unanimously approved agenda, with one addition.
- Unanimously approved August 14 ,2017 regular meeting minutes.
- Unanimously approved having the Chair and Vice Chair, interview Highway applicants with the Town Manager.
- Unanimously agreed at 6:14 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved a 2-year contract and information on the \$800.00 cost.
- Unanimously agreed at 6:27 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:29 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved the amended Firearm Discharge Ordinance.
- Unanimously appointed Bob Protivansky to the Planning Commission.
- Majority approved the Town Office Committee continue looking at upgrades/improvements for the current Town Office.
- Signed orders totaling \$15,353.08.
- Unanimously agreed at 6:45 p.m. to adjourn the August 28, 2017 Selectboard meeting.

## **Action Items**

### **I. Call to Order - Pledge of Allegiance**

The meeting was called to order at 6:00 p.m. and began with a pledge of allegiance to the flag.

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## **II. Review and Approve Agenda**

Bruce Baccei made the motion to amend the agenda and add Dump under Additional Items. The motion was seconded by Tom Hogan, unanimously approved.

## **III. Review of Minutes**

Bruce Baccei made the motion to approve the August 14, 2017 regular meeting minutes. The motion was seconded by John Corliss, unanimously approved.

## **IV. Open Public Comment**

Carol Protivansky: Carol Protivansky brought to the attention of the Selectboard the faded one-way signs at the corner of Gorham Bridge Road and Meadow Street. Stan Wilbur will look into replacing the signs.

## **V. Guests**

Ray Beyette- Tree Warden Report: Ray Beyette was present to discuss the letter he submitted to the Selectboard about roadside mowing, trees planted in the highway right away and tree branches hanging over the roadway. He believes equipment should be purchased to maintain town property.

## **VII. Good Stuff**

The following groups/organizations were recognized for their outstanding service to the Proctor community: June Wilson and Rick Moreno for cleaning the graffiti from the War Memorial. Lafond's employees for removing the sign that was hit from the road way and addressing the pipe that was sticking out of the ground.

## **VII. Highway Department**

- Manager's Report

Field Activities:

- Welding Course at Stafford (Brian 3 days)
- Weed whacking guardrails (3 days)
- Painting crosswalks and stop bars (4 days)
- Stockpiling crushed stone and surepack
- Clean shop, trash to Gleason Road transfer station
- Service chainsaws
- East Street water line repair
- Surepack on White Crossing

Pending Activities:

- Painting crosswalk and street markings
- Schedule paving (September?)
- Culvert inventory with RRPC

Overtime:

- East Street water main repair

- Highway Foreman: Tom Hogan made the motion to have the Chair and Vice Chair, interview Highway Foreman applicants with Stan Wilbur and bring one or two applicants to the full Selectboard for consideration. The motion was seconded by John Corliss, unanimously approved. To date two applications have been received.

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- 17 Oak Street Fence: Stan Wilbur reported that the property owner will have surveyor locate corner markers prior to continuing with fence.
- Other New and/or Old Business: No other new and/or old business.

## **VIII. Board of Water Commissioners**

Bruce Baccei made the motion at 6:14 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Tom Hogan, unanimously approved.

John Corliss will participate in discussion; however, he will not vote on Water or Wastewater matters as he is employed by Simon Operation Service, a contractor employed by the Town of Proctor. All motions will pass unanimously, with one abstention unless noted.

- Manager's Report:
  - East Street repair complete. Needs to be paved.
  - Pleasant Street project in progress, addressing a big leak, shutting off water.
  - Meadow Street project restricting water pressure.
- Simon Operations Service Contract: Stan Wilbur provided the Selectboard with an email that addressed question/concerns/changes from Simons. Tom Hogan made the motion to have a 2-year contract in place of the suggested 3 year and for an explanation of the \$800.00 from Simons. The motion was seconded by Bruce Baccei, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

## **IX. Board of Sewage Commissioners**

Bruce Baccei made the motion at 6:27 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Tom Hogan, unanimously approved.

John Corliss will participate in discussion; however, he will not vote on Water or Wastewater matters as he is employed by Simon Operation Service, a contractor employed by the Town of Proctor. All motions will pass unanimously, with abstention unless noted.

- Manager's Report:
  - Willow Street pump station on repair list.
  - Facilities inspection by DEC – Report summary read by Stan Wilbur, Rating – Conditionally Acceptable, find the facility to be operating well.
- Simon Operation Service Contract: See Water.
- Other New and/or Old Business: No other new and/or old business.

Tom Hogan made the motion at 6:29 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bruce Baccei, unanimously approved.

## **X. Committee Reports**

- Parks and Recreation: Per John Corliss: Anticipate end of season meeting in September.
- Rutland Regional Planning Commission: Per Joe Manning: No report.
- Rutland Regional Transportation Council: Per Bruce Baccei: Next meeting 9/28/17.
- Rutland Regional Solid Waste District: Per John Jozwiak: Discussing the food waste collection system.
- Personnel Committee: Per Bill Champine: No report.
- Fire Department: Per John Corliss: No report

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- Planning Commission: Per Tom Hogan: Approved variance for High Street Daycare.
- Beaver Pond Committee: Per Bill Champine: Waiting on permit for the dry hydrant and schedule start time with Rick Reed.
- Town Office Committee: Per John Corliss: See Additional Items.
- REDC Marketing Committee: Per Joe Manning: No report.

## **XI. Additional Items Requiring Action from the Board**

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$15,353.08.
- Mosquito Control: Stan Wilbur reported that he is waiting for the next meeting date.
- Firearms Discharge Ordinance: Tom Hogan made the motion to amend the Town of Proctor Firearm Discharge Ordinance. The motion was seconded by Bruce Baccei, unanimously approved. Residents have sixty days to petition the change, the amended Ordinance will be posted in five places in the Town of Proctor. Property impacted by the change is Town property and Omya property.
- Planning Commission Candidate: Bruce Baccei made the motion to appoint Bob Protivansky to the Proctor Planning Commission. The motion was seconded by Tom Hogan, unanimously approved.
- Request that Late Property Tax Charges be Forgiven: Referred to the Board of Abatement.
- Town Office: John Corliss made the motion to have the Town Office Committee continue looking at the current Town Office for upgrades/improvements. The motion was seconded by Joe Manning, motion passed 3-2, Bruce Baccei and Tom Hogan voted no.
- Transfer Station: Free Dump Day Saturday October 7, 2017 noon until 5:00 p.m. Hazardous waste will also be onsite for collection. Tires will not be accepted
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Sheriff Department Report: Information only.
- Other New and/or Old Business: No other new and/or old business.
- Executive Session: No executive session required.

## **XII. Adjourn**

Bruce Baccei made the motion to adjourn the August 28, 2017 regular Selectboard at 9:04 p.m. The motion was seconded by John Corliss, unanimously approved.